

Weekly Report for Week Ending 7 October 1958
from
Forms Management Branch

1. Contributions

a. Tangible

(1) Completed 20 actions requiring the printing of 127,830 copies or sets of blank forms. This represents a decrease in the number of actions and copies compared to the FY 59 weekly average of 25 actions and 400,000 copies.

✓(2) Five new and 5 revised forms were approved.

b. Intangible

25X1A8a ✓(1) Designed a form for [REDACTED] DDP which will replace two forms presently in use. [REDACTED]

25X1A9a

✓(2) The Revised Travel Order Form was sent to the DDI Area for coordination. [REDACTED]

25X1A9a

25X1A9a (3) The Printing Services Requisition, the last and most involved form of the Printing Services Survey has been sent to DD/P for coordination. [REDACTED]

25X1A6b (4) Reviewed complaint of [REDACTED] re overclassification
25X1C4a [REDACTED] and the shipment of excessive number of forms to the field. Recommended to Mr. [REDACTED] that SD/OL speed up action to

25X1A9a

25X1A6d [REDACTED] 25X1A9a

2. Assignments

a. Active

25X1A9a

(1) Records System - New Building Security Staff. [REDACTED]

✓(2) Agency Chain Envelope and Courier Receipt. [REDACTED] 25X1A9a

25X1C4a ✓(3) Forms aspect of [REDACTED] Project. [REDACTED] 25X1A9a

✓(4) Travel Order Revision. [REDACTED] 25X1A9a

✓(5) Printing Services Survey. [REDACTED] 25X1A9a

25X1C4a ✓(6) Revision of the [REDACTED] Form, [REDACTED] 25X1A9a

25X1A9a

✓(7) Improvements in the TD Information Report Forms and Systems. [REDACTED]

✓(8) Five new and 14 revisions are pending.

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(9) Four suggestions are being evaluated.

3. News

- a. The "Drive" has started for the United Givers Fund. All pledge cards and literature have been distributed. To date pledges have been received from about 28% of the Management Staff for a total of 52% of our quota. [REDACTED] 25X1A9a
- 25X1A6a b. I visited the VM Repository and the Records Center. I discussed a control program for [REDACTED] forms with Mr. [REDACTED] 25X1A9a
- 25X1A9a c. The Machine Section of OCR requested revision of two of their forms. Because they presently have about \$3800 worth of similar or related forms on hand we questioned the revision. The Area Records Officer of OCR has the problem under advisement. [REDACTED] 25X1A9a
- 25X1A6a d. Met with Mr. [REDACTED] of the Printing Services Division to work out forms and procedures to expedite simple reproduction work from I, J, K and L Buildings to the [REDACTED] and return. It is felt that easily obtainable and rapid service would decrease the present use of 150,000 sheets of thermofax paper each month in the I, J, K and L area. It also would use Copyflo facilities at the [REDACTED] which are not presently used to capacity. [REDACTED] 25X1A6a 25X1A9a
- [REDACTED]

25X1A9a

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